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Live Skills

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Designing the core content of the curricula (M9-M17)

D3.6 Employer Handbook

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Introduction



Welcome to the Live Skills project. This Employer's handbook has been designed so that you and your Live Skills placement student can work together in a mutually beneficial way.

About Live Skills

Live Skills (www.live-skills.eu) is an EU project that aims to design and pilot three Vocational Education and Training (VET) curricula within the **Audiovisual (AV)** and **Live Performance (LP)** sectors. The courses are for existing professionals as well as those wishing to develop a career within the Audiovisual (AV) and Live Performance (LP) sectors.

Objectives

The project's key objectives are to enhance skills in these sectors, from entrepreneurial and management skills to the use of cutting-edge digital technologies.

The idea is to help students and professionals in AV and LP **become more entrepreneurial**.

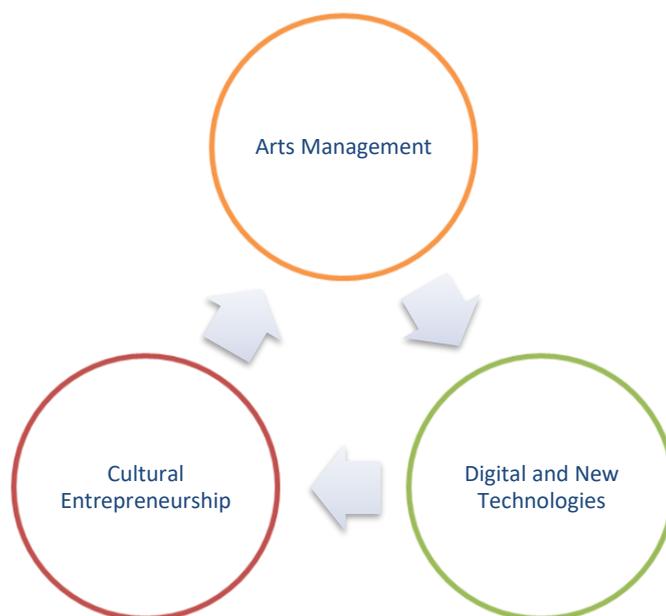
Course Structure

Each Live Skills pilot course will last for **8 weeks**.

The **first 4 weeks** will comprise the **theoretical training**, which will be delivered using a blended learning model. This simply means that the courses will be delivered using a mix of face-to-face, online classes, Online Individual Learning and Work Based Learning.

The course will be learner-led in line with the Live Skills ethos of enhancing **independence and creativity**. During the last 4 weeks, the learners will apply what they have learned in a workplace setting.

The courses



In the first pilot, commencing in March 2019, learners will choose one of two courses, depending on their experience and/or interest.

- Digital and New Technologies
- Cultural Entrepreneurship

In the second pilot, commencing in June 2019, learners will choose one of three courses, depending on their experience and/or interest.

- Arts Management
- Digital and New Technologies
- Cultural Entrepreneurship

The content of each course is:

Arts Management Modules	Digital and New Technologies	Cultural Entrepreneurship
Financial Management	Introduction to Creative Media	Innovation
Project Management	Security & Piracy	Creativity
Marketing and communication	Digital Art & Design	Strategy
Legal Management	Digital Marketing	Business Models

Employer Benefits

The advantages for employers who partake in the Live Skills project are:

- You will benefit from the learner completing a project called a **'live brief'**
- This is an opportunity for you to do something innovative that your own employees don't have time to do.
- There is no cost involved
- The Vocational Educational Trainer will take care of the training for you.
- You can send one of your existing employees on the course to be trained free of charge.

What is Work Based Learning

The Work Based Learning is a short-term work experience opportunity of four weeks. Each learner will have a defined role based on a specific project called a 'Live Brief.' The Work Based Learning is an extension of the theoretical learning, which will be carried out during the first 4 weeks.

The work placement can be completed by employers who already work in the creative sector, as well as learners who do not yet have full-time careers.

Some learners may have re-skilled or up-skilled from a previous profession, whilst others will have no work experience at all.

Supporting the placement student

We recommend that you **assign the placement student a mentor** within your organization, perhaps someone who is in the course of development as an emerging manager or leader. This way, your own staff will enjoy the development experience.

The role of the mentor will be to supervise the Live Skills placement student and the 'live brief.' The mentor should be in a position to advise and support the placement student.

The mentor will allow the placement student the **independence** to lead the live brief, but will be there to **guide** and **motivate**.

Live brief

A Live Brief is a project delivered by the learner for an employer. The Live Skills live brief will be a project based on a real situation. A Live Skills tutor will **collaborate** on the live brief with you when you sign up for the Live skills project.

Learners will be working towards specific **learning outcomes** during their theoretical learning and during their work placement.

Here are some Live Brief examples

- You are a small production company and you have been approached by a charity to provide a **promotional video**. You don't have the time or resources to do this, but you are keen to help. Your Live Skills placement student could **take charge of this project, from concept to delivery**.
- You are a theatre production company and you have been invited to contribute one of your **productions** as part of a one-off outdoor culture night. Your Live Skills placement student can **manage the marketing campaign from design through to execution**.
- You are a music festival organizer run by a local community group. Your festival is struggling to attract numbers and the volunteers have become disillusioned. Your Live Skills placement student can work on a **strategic plan** for the future of your festival and present that plan to the team.

Tips on a successful work placement

Make your Live Skills placement student one of the team

- The mentor should have weekly meetings to set tasks, discuss milestones in the project and help with any difficulties.
- An **induction** is key to the Live Skills placement student's success. It doesn't need to be long and elaborate, but the mentor can set up a series of five minute 'mini inductions' with colleagues to help the employee understand the wider business.

Concentrate on the Live Brief

- Whilst ad hoc duties such as answering phones and completing databases are useful for the Live Skills placement student, it is important to focus on the project.
- Concentrating on the live brief will give your Live Skills placement student the motivation to complete the Live Skills course and it will also help you grow your own business. Live skills is all about giving learners the autonomy to become entrepreneurial in their chosen field.

Providing Feedback

Mini appraisals

A **short appraisal** should be completed each week. This should take no longer than five minutes. The placement student should assess his or her own progress and complete the survey alongside the mentor.

Final presentation

Your placement student will conclude their work placement and Live Brief with a final presentation at the VET provider's location. You will be invited to this presentation, which will also serve as a graduation from the Live Skills course.

We recommend that you plan this date in your diary at the start of the project so that you can be there to see the results of the project and the benefits to your organization.

FAQs

Will the Live Skills placement student be entitled to bank holidays?

Yes, your placement student will be entitled to the same bank holidays as other employees.

Will the Live Skills placement student be entitled to annual leave?

There is no annual leave on the Live Skills programme.

Do I need to pay the Live Skills placement student?

No. This is an unpaid work placement.

How old will the placement student be?

They will be over 16.

How long will the work placement last?

4 weeks.

Do I have to employ the placement student at the end of the work placement?

No, but we hope there will be a lasting relationship that helps both you and the placement student.

What level of education will the students have?

Most of the learners on the Live Skills courses will be studying at EQF Level 4. However, there may be some learners who are upskilling or re-skilling and who have other qualifications.

Do we need to have a contract with the Live Skills placement student?

No. It is not necessary to have a contract of employment. However, we recommend that you apply the same rights to the student as to your employees. It is also possible to have a [work placement agreement](#) that explains:

- the level of supervision and support the placement student will get
- the induction process
- the reporting process
- whether you cover the placement student under the organisation's employer or public liability insurance
- health and safety issues
- any expenses the organisation will cover

The work placement agreement is not compulsory and it does not form a contract between the placement student and the organisation.

Appendix 1

Weekly Appraisal

(This document can be adapted by the tutor and mentor as necessary.)

Describe how you met your Live brief objectives this week:

Describe your networking activities – internal and external

How would you score your performance this week in the following areas?

	%
Communication	
Positive Attitude	
Creativity and Innovation	
Using time effectively	

Appendix 2

Work placement Agreement

This work placement agreement made on [Insert Date] between [Company Name] (Company) and [Placement student name] (Placement student). The purpose of this educational work placement is for Placement student to learn about the Company's business and to gain valuable insight and experience.

The work placement begins on [insert date] and ends on [insert date.]

The Company agrees and acknowledges the following:

- The Company will provide the placement student with an induction and assign a mentor to ensure the placement student is made welcome in the Company.
- The Placement student will receive direct and close supervision by an appropriate mentor, who will support the Placement student on their live brief and supervise a short weekly appraisal with the Placement student.
- The Company is not liable for injury sustained or health conditions that may arise for the unpaid placement student during the course of the work placement.
- The Placement student will be insured by the education provider. The Company will not be required to provide public liability insurance for the placement student.
- The Placement student will not replace or displace any employee of the Company.
- The Company may at any time terminate the work placement if the placement student does not comply with the Company's business practices and procedures.

The Placement student specifically agrees to and acknowledges the following:

- This work placement is educational in nature and there is no guarantee or expectation that the work placement will result in employment.
- The Placement student will work on a live brief determined by the education provider and mentor.
- The Placement student will demonstrate honesty, punctuality, courtesy, positivity, appropriate dress and a willingness to learn.
- The Placement student will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures, including the Company's confidentiality procedures.
- The Placement student will provide his/her mentor with all necessary information relating to the work placement, including assignments and reports.

- The Placement student should not leave the work placement without first conferring with his or her mentor.
- The Placement student is not entitled to wages or any compensation or benefits for the time spent in the work placement.
- Transportation to and from the work placement site is the responsibility of the Placement student.

Emergency

In the event that an emergency should occur while the Placement student is providing services, the following contact should be notified immediately.

Emergency Contact Name: [Emergency contact name]

Emergency Contact Phone: [Emergency contact phone]

Agreement

By signing below, both parties agree to the terms of this work placement agreement.

Employer:

Date:

Placement student:

Date: